

RFP 10-17  
Vendor Questions

- Q1. Will this be a state level purchase? Would the purchasing of materials be centralized through the state during a specified time window? Or would the WorkOne centers or other entities place orders independently? If so, would the WorkOne centers or other entities order materials within a specified window or would they order independently through out the year?
- A1. *The Indiana Department of Workforce Development (DWD) will enter into a contract with vendor(s), and it is anticipated that it will be a statewide purchase. It has not been determined whether WorkOne centers will request materials directly from the vendor or through a central location at DWD.*
- Q2. Will the state be responsible for payment or will the WorkOne centers or other entities be responsible?
- A2. *The Indiana Department of Workforce Development will be responsible for payment.*
- Q3. Section 2.3.5 “Contract Terms/Clauses” (p.13): Please confirm that the following mandatory clauses identified in this section correspond to the named clauses from the Sample Contract in Attachment B:
- “Rate of Pay” is Sample Contract Clause # 2 “Consideration”
  - “Information Technology” is Sample Contract Clause # 23 “Information Technology Enterprise Architecture Requirements”
- If this is not correct, please identify the correct Sample Contract clauses.
- A3. *Yes, “Rate of Pay” is Sample Contract Clause #2 “Consideration”.  
Yes, “Information Technology” is Sample Contract Clause #23 “Information Technology Enterprise Architecture Requirements”.*
- Q4. Attachment C, Statement of Work, 1.0 Introduction and Background, “The assessment will be utilized to assess approximately 122,000 individuals annually for placement into training, post-secondary, and adult basic education programs as well as for other purposes.”
- Is there an approximate breakdown of the number of students that fall into the training, post-secondary, and adult basic education categories?
  - Would the state be open to separate assessment instruments aligned through research studies?
  - Would the state award separate components to separate vendors?
- A4. *1) No, but we estimate that approximately 50% or 61,000 will fall into adult basic education category.  
2) Yes.  
3) Unlikely, but possible.*

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- Q5. Attachment C, Statement of Work, TAB B. Is there an estimated breakdown for the number of students that would take the assessment online vs. paper/pencil?
- A5. *It is expected that the majority will be online.*
- Q6. At how many locations does the state envision the system will be used? Will all use the system to deliver assessments or might some use it for other purposes? Do locations that would deliver tests possess similar standards with respect to the infrastructure – e.g., technology, connectivity, workstations, software, physical layout – that they would use to deliver computerized tests?
- A6. 1) *A minimum of 100 sites.*  
2) *Yes.*  
3) *Yes.*
- Q7. Can the state elaborate on the characteristics of the 122,000 people that would be served by the assessment system? Can substantial sub-populations or groups be identified and described in terms of members who possess similar backgrounds or characteristics?
- A7. *Sixteen and above and both adult and dislocated workers. Assessments will be provided to a wide spectrum of individuals with varying degrees of abilities and educational levels. Many will not have a high school or general equivalency diploma.*
- Q8. Would assessments be administered to individuals as they visit testing sites or will assessments be delivered to groups of individuals who will complete them at the same time? Has the state estimated the number of simultaneous users the system would need to be equipped to accommodate?
- A8. 1) *Both.* 2) *No. One site may accommodate up to 24 test takers at one time. However, because of the number of sites involved, the number of simultaneous users cannot be predicted at this time.*
- Q9. Is the reference to “version” (Attachment C, Page 3, second bullet) analogous with “form”, which uses a different set of items to assess the same knowledge domain? Multiple forms of one test would be interchangeable and yield comparable scores. If so, can this same nomenclature be applied to the next bullet, which asks whether a single test (form?) is administered or are multiple tests (forms?) available?
- A9. *Yes. The term version refers to multiple forms or editions of the tests that assess the same knowledge base and results in a compatible score. No. The next bullet is referring to whether the entire test must be given all at once or whether there are individual components or segments within the test that can be administered separately.*

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Q10. What is the number of physical sites?

A10. *See response to question 6. A minimum of 100 sites.*

Q11. Can one subcontractor, either a MBE or a WBE, be selected for a total of 16%?

A11. *No, each certified subcontractor must serve as either MBE or WBE. One subcontractor cannot serve as both.*

Q12. Please clarify the security framework document. Are respondents expected to comply with the entire document?

A12. *The vendors are expected to comply with those parts that apply to what they are proposing.*

Q13. What is the source of funding? If Federal what is the CFA number?

A13. *The exact funding source has yet to be determined. A combination of State and Federal funding will be utilized.*

Q14. When do you expect to have assessment tool operationally in place?

A14. *Early in 2010.*

Q15. Is there an expected % allocation of delivery means, i.e. \_\_X%\_\_ computer delivered, \_\_X%\_\_ paper delivered, etc.?

A15. *See above. We are assuming the assessments will be delivered online via a computer.*

Q16. How can respondent expedite delivery of its response from the Government Center Central Mailroom to the Procurement Division?

- Can UPS or FedEx deliver directly to Mr. James Osborne in the Procurement Division if he is named as recipient?
- Should couriers allow for the same screening process as described for the general public to gain access to the Procurement Division?

A16. *Both UPS and FedEx deliver directly to the IDOA front desk, which is where proposals are checked in. Delivery instructions are contained in RFP Section 1.7 Due Date for Proposals.*

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- Q17. Are assessment materials provided for evaluation by respondent considered “confidential information?”
- A17. *If a respondent wants to mark assessment materials as confidential for the purposes of avoiding their being available for public review once the RFP award process concludes, they may submit those materials as described in section 1.15 of the RFP.*
- Q18. Regarding Scope of Work, TAB B (bullet) “Format: Online or paper and pencil or both” – Can the term online also be interpreted as computer-delivered from a local or wide area network server?
- A18. *We will entertain other modes of delivery including computer-delivered from a local or wide area network server as long as all applicable terms of the IOT Information Security Framework are met. In short, whenever PI (Personal Identifying) information is collected, transmitted or stored, it must be done so in a secure fashion. See response to Q 23. Not all users will have access to a wide area network server.*
- Q19. RFP Section 2.4 “Technical Proposal” states that “every point in each section must be addressed in the order given. The same outline numbers must be used in the response.” Attachment C is not outlined numerically. Is it acceptable to translate bullets into a numbered outline as illustrated below?

As presented in Attachment C

**TAB A – Recommendations**

DWD is seeking recommendations on a statewide assessment system and/or assessment tools that will facilitate DWD’s commitment to Hoosier workers outlined in the customer bill of rights. Specific details on the assessment system or tool(s) should be provided in TAB B.

The following should be specifically addressed in this section in this order:

- Web based, paper and pencil, or other alternatives.
- Recommendations on assessment system and/or tools.
- Benefits of using assessment system and/or tools.
- Guidance on transitioning to the new assessment system or new assessment tools in the WorkOne centers

[\(http://www.in.gov/dwd/WorkOne/\)](http://www.in.gov/dwd/WorkOne/).

Proposed Translation

**TAB A - Recommendations**

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1. Web based, paper and pencil, or other alternatives.
2. Recommendations on assessment system and/or tools.
3. Benefits of using assessment system and/or tools.
4. Guidance on transitioning to the new assessment system or new assessment tools in the WorkOne centers  
(<http://www.in.gov/dwd/WorkOne/>).

A19. *Yes.*

Q20. Is this RFP soliciting requests from test publishers of assessments of adult English as a second language (ESL) instruction? If so, which skills will be tested (listening, speaking, reading, and/or writing)?

A20. *Preferably the selected assessment tool or system will have an ESL component that will translate to an educational level.*

Q21. Under Tab A, page 2, what is meant by “web-based or other alternative” formats? Does this refer to test administration, test scoring, data management, or other?

A21. *Yes, it refers to all facets of the assessment system or tool(s).*

Q22. Is web-based testing and data submission a requirement of adult ESL test publishers who wish to respond to this RFP?

A22. *Ideally, yes, but not a firm requirement. All web-based solutions would need to be secured to IOT and best-practice standards contained in the Information Security Framework.*

Q23. If not, would a network version (available on a common, shared network drive) rather than a web-based version be acceptable for testing purposes? We offer a version of our BEST Plus test software that can be run from an internal network. Test administrators connected to the same network can access the BEST Plus test administration software and save examinee score information to a central shared file.

A23. *A network version would, by its nature be more secure than a web-based solution. However, not all testing sites are networked to our central office and the IOT data center. A simple means of transporting data to the centralized server needs to be developed.*

Q24. If we provide a list of accommodations for our tests, would these accommodations be considered acceptable forms of verifying ADA compliance by the state of Indiana?

A24. *No, Attachment E, the Assistive Technology Compliance Form, must also be completed.*

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Q25. Where should information about bulk pricing discounts be included in this RFP?

A25. *TAB D, Summary of Costs.*